



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 5.3**

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### **Subject: Training Program Development**

Supersedes: DCS 5,3, 07/01/98

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 07/01/98**

**Revision date: 01/01/02**

### **Application**

To Department of Children's Services Training Coordinators, DCS Training Advisory Board, Training Program Designers, and Instructors

**Authority:** TCA 37-5-106

### **Policy**

All Departmental training programs shall be developed, evaluated, and updated in response to a needs assessment or other analytical tool. The curricula shall be responsive to job requirements; professional development needs; new theories, techniques, and technologies; and the department's philosophy, purpose, and values and other departmental initiatives. The curricula shall be in accordance with state regulations, applicable standards, statutory requirements, and/or standards of recognized professional associations.

### **Procedures**

#### **A. Training needs**

1. Training Coordinators, under the guidance of the Training Advisory Board, will survey the training needs of DCS staff during the third quarter of each fiscal year and compile a report to be distributed to the appropriate regional, residential, or central office Assistant Commissioner and the Director of Staff Development. The Staff Development Division will serve as consultants and process trainers for this activity, as needed.
2. Staff Development will compile and distribute a department-wide training needs report.

3. Staff Development and the TAB, using vendor and/or departmental resources, will develop appropriate pre-service and in-service curricula based on the identified training needs, professional standards, and departmental initiatives.
4. Staff Development will be responsible for statewide notification of course and curricula availability.
5. An advisory training committee composed of the youth development center training coordinator and representatives from other institutional departments shall develop the youth development center's annual training plan.
6. The YDC advisory training committee will meet at least quarterly to review progress and resolve problems, and a written record of these meetings will be forwarded to the facility's administrator.

## **Forms**

None

## **Collateral Documents**

*None*

## **Standards**

3-JCRF-1D-02

3-JTS-1D-01

3-JTS-1D-02

3-JTS-1D-03

3-JTS-1D-04